## REVIEWERS - REGISTERING NEW FILERS IN FDM



Any of the following FDM roles can register a new Filer:

- Senior Legal Counsel (SLC)
- Senior Legal Counsel Assistant
- Ethics Counselor (EC)
- Supervisor
- Supervisor's Assistant

These roles can also change a Filer's review chain information.





## Adding a New Filer to FDM

- After logging into FDM, select the My Info tab and then select the My Filers sub-heading.
- 2. Click Add Filer.

Prior to adding a new filer, review the listing of registered filers who are associated to your selected role.

- **3.** Type the filer's name in the appropriate fields and click **Search.**
- Click Select to the right of filer's name. The Add New Filer screen is displayed.

Note: The New Filer search, searches within the Global Directory Service.

If searching by e-mail, enter the filer's DOD Common Access Card embedded e-mail address only.

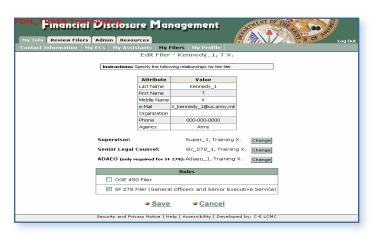
Once a Filer is added to FDM, they can begin creating draft, financial disclosure reports.

## Selecting a Filer's Supervisor or Senior Legal Counsel

A default review chain is established for Filers and Supervisors in FDM. If you know that a member of the Filer's review chain is different from the default, please update them appropriately.



- Click Change beside the Supervisor or Senior Legal Counsel field.
- **6.** Type the appropriate name in the search fields and then click **Search**.
- Locate the appropriate Supervisor or Senior Legal Counsel name and click Select beside their name.



## Selecting the Filer's Role

In FDM, a Filer can be an OGE 450 Filer or an SF 278 Filer. The OGE 450 is a confidential financial disclosure report and the SF 278 is a public financial disclosure report.

Select the appropriate role, OGE 450 Filer or SF 278
Filer in the Roles section and click Save.

The FDM filer receives an e-mail message notifying them that they have been registered in FDM.